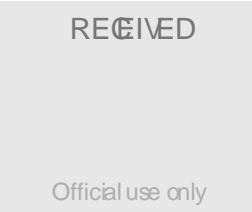




# Appeal of Grade

(Formal Appeal Process)



If you have NOT completed the Informal Appeal Process, you MUST do so in order to move forward with the Formal Appeal Process.

Please complete the information below if you are submitting this form for the Formal Appeal of Grade Process and follow the steps listed.

\_\_\_\_\_  
 Last Name                                      First Name                                      MI                                      Student ID#

\_\_\_\_\_  
 Mailing Address                      City                                      State                                      Zip

\_\_\_\_\_  
 Phone Number                                      E-mail                                      Semester & Year

CRN	Department	Course #	Section	Instructor's Name

The Formal Appeal Grade process, when the instructor and/or grade records are available, requires that the grade assigned meets the standard of arbitrary and capricious grading which is defined as follows:

1. the assignment of a course grade to a student on some basis other than performance in the course, or;
2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course;
3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

**Student's Steps for Grade Appeal Process**

1. Complete the Informal Appeal Process prior to submitting the Formal Appeal Form and documentation.
2. Complete the Formal Appeal Process.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

## GRADE APPEAL CHECKLIST IN PROCESS

Getting ready to file a grade appeal? Use this checklist to ensure you have taken the necessary steps to